

Collecting Your Facts Worksheet

A resume is an essential job-hunting tool. In fact, sending a resume is the only way you can apply for a job at ADOT.

The first step in writing your resume is to collect information about your education, work history, and community involvement. Your purpose is to show what you've done; so specific places and dates are necessary.

Print the worksheets on the next two pages and then fill them out. You'll have all the information you need to start writing your resume.

What facts do you need?

- ❶ Names of past employers
- ❷ Dates of past employment
- ❸ Degrees and certificates
- ❹ Volunteer activities
- ❺ Association memberships
- ❻ Special skills

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PERSONAL DATA

Name _____
Address _____
Phone _____
Email _____

EDUCATION

High School _____
College _____
Degree _____

TRAINING

Courses _____

Certifications _____

WORK EXPERIENCE

(Start with most current employer)

Job Title _____ Employer _____

City, State _____ Dates of Employment _____

Accomplishments (Use action verbs and show results)

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Page 2

WORK EXPERIENCE Continued

Job Title _____ Employer _____

City, State _____ Dates of Employment _____

Accomplishments (Use action verbs and show results)

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City, State _____ Dates of Employment _____

Accomplishments (Use action verbs and show results)

Job Title _____ Employer _____

City, State _____ Dates of Employment _____

Accomplishments (Use action verbs and show results)

SPECIAL SKILLS, ASSOCIATIONS, VOLUNTEER
